

# CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

July 30, 2001

## NEWS BRIEFS

### STATE FAIR IS AUG. 16-26

Don't forget the Kentucky State Fair is Aug. 16-26 and CHS is looking for volunteers for our booth. This is a great way to meet the people we serve. Please contact the Office of Communications at 564-6786.



### TIP OF THE WEEK

You can protect yourself from infections spread by animals by: Always washing your hands with soap and water after playing with or caring for animals. Feed your pet only pet food or cook all meat thoroughly before giving it to your pet. Don't give your pet raw or undercooked meat. Don't let your pets drink from toilet bowls or get into garbage. Don't let your pets eat another animal's stool. Don't handle animals that have diarrhea. If the pet's diarrhea lasts for more than 1 or 2 days, take your pet to your veterinarian.

Don't bring home an unhealthy pet. Don't touch stray animals because you could get scratched or bitten. Stray animals can carry many infections. Don't ever touch the stool of any animal. Don't let your pet lick your mouth or any open cuts or wounds you may have. Keep fleas off your pet. If you are bitten, it is recommended that you seek medical advice.

## Strategic Planning Brunch Is Tuesday

All Cabinet for Health Services employees are invited to attend a celebration of our new, Cabinet-wide Strategic Plan on Tuesday, July 31.

In honor of this important occasion, Interim Secretary Marcia Morgan will be hosting an informal brunch in the cafeteria of the CHR Building. So that she can have the opportunity to greet each of you, we suggest the following times for your attendance:

9:00-9:30	Department for Public Health
9:30-10:00	Department for Mental Health & Mental Retardation Services
10:00-10:30	Department for Medicaid Services
10:30-11:00	All other CHS agencies

Copies of our plan, including our Core Values, Vision, Mission, Goals and Objectives will be available for every employee. Please join us as we celebrate the challenges to come!

## Supervisor Training Set For July 31

Performance Evaluations are performed for all full time classified employees with status.

If you are a new CHS supervisor we are fast approaching the year end and it will soon be time for you to complete the annual performance evaluation for the employees you supervise. The Personnel

Cabinet Office of Performance Management requires all supervisors to attend training on the proper use of the evaluation system BEFORE they complete any annual evaluations. An all-day training

session will be held July 31. (see box)

101 KAR 2:180, Section 2(4) requires the first line supervisor of an employee at the time the evaluation is due shall be the evaluator if he/she has supervised the employee ninety calendar days during the performance year.

For more information contact the Cabinet CHS Trainers using the global email list or phone at 564-0036. The trainers are Debborah Arnold (ext. 3134) and Donna Clinkenbeard (ext. 3972).

**WHAT: Performance Evaluation Training For Supervisors**  
**WHERE: Health Services Building, Second Floor Boardroom**  
**WHEN: July 31, 2001 8:30 a.m.**